

**ROSLYN UNION FREE SCHOOL DISTRICT  
Meeting of the Board of Education**

**Thursday, November 16, 2017**

**8:00 P.M.**

**Roslyn High School – Board Room**

**7:00 p.m. - Executive Session**

**8:00 p.m. - Board of Education Meeting**

Preliminary Announcements  
Emergency Procedures  
Cell Phones

**Pledge of Allegiance**

**Recognition:**

Siemens Regional Finalist, Austin Lee and Semifinalist, Vincent Yao

Recommendation to accept the minutes from the following meeting(s):  
November 2, 2017

**Board President's Comments**

**Superintendent's Comments**

**Student Delegate's Comments**

**Discussion Item(s):**

1. The New Roslyn App

**PUBLIC COMMENT #1 Limited to Agenda Items ONLY**

(Will be limited to ½ hour, no more than 2 minutes per speaker).

Though not required by law, the Roslyn Board of Education invites public comment during its meetings. Citizens will be recognized by the presiding officer. Please state your name and address before speaking and direct all comments to the Board. This is not a time for citizen to citizen exchanges. We ask that comments not include the names of students or staff members, and comments are not permitted with respect to confidential matters. Please also be reminded that Board meetings are designed by law to facilitate the school district's business and provide for public Board deliberations. Thank you

**ACTION ITEMS**

Action may be taken for each individual resolution or by the titled subgroups. Bracketed information following resolutions is not part of the Board's official action and does not become part of the official record.

**PERSONNEL:**

**ALL PERSONNEL APPOINTMENTS LISTED ARE FUNDED IN THE CURRENT BUDGET UNLESS OTHERWISE NOTED**

- P.1.** It is the recommendation of the Superintendent of Schools that the following resolution be adopted:  
**RESOLVED**, that the Roslyn Board of Education approves the appointments, resignations, terminations, elimination of positions, transfers, and leaves of absence as detailed in the Personnel Action Reports attached as **(Attachment P.1 Professional)**
- P.2.** It is the recommendation of the Superintendent of Schools that the following resolution be adopted:  
**RESOLVED**, that the Roslyn Board of Education approves the appointments, resignations, terminations, elimination of positions, transfers, and leaves of absence as detailed in the Personnel Action Reports attached as **(Attachment P.2 Classified)**

**BUSINESS/FINANCE:**

**ALL ITEMS ON THE BUSINESS/FINANCE PORTION OF THE AGENDA ARE WITHIN THE BUDGET UNLESS OTHERWISE SPECIFIED**

- B.1.** Recommendation to approve the following contracts and to authorize the Board of Education President to execute (those contracts marked with an asterisk have been prepared pursuant to a previous award of an RFP or bid):
- (i) Contractor: Locust Valley Union Free School District  
Services: District of Location Special Education Services for IEP service requirements for one student residing in Roslyn attending private school in Locust Valley for the 2017-18 school year  
Fees: Total estimated to be - \$19,400
  - (ii) Contractor: Port Washington Union Free School District  
Services: District of Location Special Education Services for IEP service requirements for one student residing in Roslyn attending private school in Port Washington for the 2017-18 school year  
Fees: Total estimated to be - \$17,500

**The following items [(v) and (vi)] are “flow-through” grants that pass through the district special aid fund but have no impact on our general fund budget**

- (iii) Contractor: Kidz Therapy Services, PLLC  
Services: Instructional services for the 2017-18 school year  
Fees: **611 Grant**  
\$1,947.00 per student (3 students)  
\$648.00 per student Related Services (4 students)  
Total will be \$8,433.00  
**619 Grant**  
\$558.00 per student (3 students)  
\$186.00 per student Related Services (4 students)  
Total will be \$2,418.00
- (iv) Contractor: New York Therapy Placement Services, Inc.  
Services: Instructional services for the 2017-18 school year  
Fees: **611 Grant**  
\$648.00 per student Related Services (1 student)  
Total will be \$648.00  
**619 Grant**  
\$186.00 per student Related Services (1 student)  
Total will be \$186.00

Recommendation to **amend** the following contract (vii) which was approved by the Board of Education on June 27, 2017 (item B.1. (xi)):

- (v) Contractor: Devereux-Glenholme School  
Services: Instructional and related services for 1 student for the 2017-18 summer and school year  
Fees: ~~\$22,204.16~~ \$10,615.00 per student for summer program  
\$16,613.52 summer maintenance daily rate (\$267.96 x 62 days)  
~~\$111,020.84~~ \$54,589.00 per student for the school year  
Total estimated to be ~~\$133,225.00~~ \$81,817.52

Recommendation to **amend** the following contract (viii) which was approved by the Board of Education on June 27, 2017 (item B.1. (xvi)):

- (vi) **Original**  
Contractor: United Cerebral Palsy Association of Nassau County, Inc.  
Services: Education program for 1 student for the 2017-18 summer and school year  
Fees: \$7,336.00 for summer program  
\$44,015.00 for the school year  
Total estimated to be \$51,351.00

**(viii) Revised**

Contractor: United Cerebral Palsy Association of Nassau County, Inc.  
Services: Education program for 1 student for the 2017-18 summer and school year and 1 student for the school year only, effective October 2017

Fees: \$7,655.00 for summer program  
\$45,927.00 for the school year (\$4,592.70 per month to pro-rate for second student); \$41,334.30  
Total estimated to be \$94,916.30

**B.2.** Recommendation to approve Capital Budget Appropriation Transfers as per attached. **(Attachment B.2.)**

**B.3.** Recommendation to approve general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
2110-490-08-5200-308	BOCES TAP	\$15,000.00
2280-490-08-5400-308	BOCES OCC ED	\$36,000.00
	<b>Subtotal</b>	<b>\$51,000.00</b>

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
1310-490-03-9000-303	BUSINESS BOCES SERV	\$25,000.00
1621-490-03-9000-310	BOCES HEALTH & SAFETY	\$26,000.00
	<b>Subtotal</b>	<b>\$51,000.00</b>

REASON FOR TRANSFER REQUEST: To cover cost of additional Health & Safety Services & to cover cost of a Demographic Survey

**B.4.** Recommendation to approve general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
2250-430-03-9000-307	Sp. Ed. Contracted Services	\$79,047.92
	<b>Subtotal</b>	<b>\$79,047.92</b>

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
2250-472-03-9000-307	Private School Tuition	\$79,047.92
	<b>Subtotal</b>	<b>\$79,047.92</b>

REASON FOR TRANSFER REQUEST: Tuition overcharge to districts for non-resident students attending a Roslyn Special Education instructional program.

**B.5.** Recommendation to approve general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
2850-448-08-6500-801	Field Trip Exp. – M Band	\$7,578.03

<b>Subtotal</b>		<b>\$7,578.03</b>
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<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
5510-163-03-9000-303	Trans nc sal Suplm	\$7,578.03

<b>Subtotal</b>		<b>\$7,578.03</b>
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REASON FOR TRANSFER REQUEST: Cover the cost of the trip for Marching Band to different schools.

**B.6.** Recommendation to approve general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
2110-121-03-9000-303	Elementary Supp. Salaries	\$43,000.00
2110-131-03-9000-303	Secondary Supp. Salaries	\$43,000.00

<b>Subtotal</b>		<b>\$86,000.00</b>
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<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
1680-490-03-9000-311	BOCES Central Data Svcs.	\$86,000.00

<b>Subtotal</b>		<b>\$86,000.00</b>
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REASON FOR TRANSFER REQUEST: We are proposing to hire an additional Tier 2 Technician through Nassau BOCES from Core BTS to assist in the management and maintenance of our existing technology platform.

**B.7.** The Superintendent recommends that the Board of Education adopt the following calendar for the May 2018 Budget Vote. (**Attachment B.7.**)

**CURRICULUM AND INSTRUCTION:**

**C&I.1** Recommendation to accept the confidential stipulations of the CPSE for the dates listed below as well as the implementation plans for the corresponding special education programs, services and parent notification as previously approved by the Committee on October 11, 2017, October 25, 2017 and November 1, 2017.

**C&I.2** Recommendation to accept the confidential stipulations of the CSE for the dates listed below as well as the implementation plans for the corresponding special education programs, services and parent notification as previously approved by the Committee on September 27, 2017, September 28, 2017, October 11, 2017, October 13, 2017, October 16, 2017, October 24, 2017 and November 1, 2017.

**C&I.3** Recommendation to approve William Caruso to attend the Drexel University Counselor Open House in Philadelphia, Pennsylvania on December 4, 2017 at an estimated cost to the district of \$223.00.

**BOARD OF EDUCATION:**

**BOE.1 WHEREAS**, the 2014-2017 labor agreement between the Board of Education of the Roslyn Union Free School District (hereinafter "District") and the Roslyn Administrators and Supervisors Association (hereinafter "Association") expired on June 30, 2017;

**WHEREAS**, representatives of the respective parties have engaged in negotiations for a successor agreement to said expiring labor agreement; and

**WHEREAS**, the representatives of the District and the Association memorialized their agreement in a Memorandum of Agreement dated November 2, 2017 in the form attached hereto;

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Education of the Roslyn Union Free School District herewith ratifies the Memorandum of Agreement hereinabove referenced and authorizes the expenditure of funds necessary to implement said Agreement; and,

**BE IT FURTHER RESOLVED**, that the Board of Education hereby authorizes the Board President and the Superintendent of Schools to incorporate said Memorandum of Agreement into a more formal written agreement and further authorizes the Board President and the Superintendent of Schools to execute said formal written agreement.

**BOE.2 BE IT RESOLVED**, that the Board of Education hereby approves a Settlement Agreement and Release in connection with a contemplated due process complaint with respect to case #99459, a copy of which has been provided to and reviewed by the members of the Board of Education.

**BE IT FURTHER RESOLVED**, that the President of the Board of Education is authorized to execute sign said agreement on behalf of the Board.

**BOE.3 WHEREAS**, on May 16, 2017, the Roslyn Union Free School District conducted its annual budget vote and election; and

**WHEREAS**, the District Clerk is currently in possession of the unused, defective, and void ballots resulting from such election; and

**WHEREAS**, Education Law Section 2034(6) provides for the destruction of such ballots when a period of six (6) months from the date of the annual budget vote and election has elapsed; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education of the Roslyn Union Free School District orders the destruction of all unused, defective, and void ballots resulting from the May 16, 2017 election.

**BOE.4** Recommendation to conduct the *first* reading of Board of Education Policy 5100 Student Attendance. **(Attachment BOE.4)**

**Public Comments #2**

**EXECUTIVE SESSION (if needed)**

**Adjournment**

Personnel Action Report  
Professional

P.1  
November 16, 2017

Item	Name	Action	Position / Replacing	Location	From	To	Tenure Area	Certification Class / Step Salary
1	Ali Sparaco	Tenure Appointment	Science		3/23/18		Science	
2	Ashley Bajaj	Probationary Appointment	Teaching Assistant (A. Civitano)	HTS	11/20/17	Prob. Ends 11/19/21	Teaching Assistant	PreK-Gr 6, Students w/Disabilities Birth - Gr 9 ,Grade 3/Step 1*, Per RPA Contract
3	Sylvia Churchill	Substitute Appointment	Per Diem Substitute Teacher		11/20/17	6/30/18		\$130/day
4	Lori Maller	Substitute Appointment	IPG Substitute Teaching Asst.	EH	11/20/17	6/30/18		Per RPA Contract
5	Pamela Magnuson	Substitute Appointment	IPG Substitute Teaching Asst.	HS	11/20/17	6/30/18		Per RPA Contract
6	Jacquelyn Cona	Appointment	In-Service Instructor (not to exceed 8 hours)		10/16/17	6/30/18		\$80/hour (paid by Teacher Center Grant)
7	Wendy Svitek	Appointment	In-Service Instructor (not to exceed 2 hours)		11/20/17	6/30/18		\$80/hour (paid by Teacher Center Grant)
8	Carolyn Stack	Appointment	Regents Review (not to exceed 1 session)	HS	11/20/17	6/30/18		Per RTA Contract
9	Rosaleen Loughran	Appointment	Regents Review (not to exceed 1 session)	HS	11/20/17	6/30/18		Per RTA Contract
10	Guy Barnett	Appointment	Regents Review (not to exceed 1 session)	HS	11/20/17	6/30/18		Per RTA Contract
11	Mark Valentino	Appointment	Regents Review (not to exceed 4 sessions)	HS	11/20/17	6/30/18		Per RTA Contract
12	Samantha Simon	Appointment	Regents Review (not to exceed 1 session)	HS	11/20/17	6/30/18		Per RTA Contract
13	Mark Carman	Appointment	Regents Review (not to exceed 2 sessions)	HS	11/20/17	6/30/18		Per RTA Contract
14	Lorraine Huzar	Appointment	Regents Review (not to exceed 1 session)	HS	11/20/17	6/30/18		Per RTA Contract
15	Dane Solomon	Appointment	Regents Review (not to exceed 1 session)	HS	11/20/17	6/30/18		Per RTA Contract
16	Todd Postol	Appointment	Regents Review (not to exceed 1 session)	HS	11/20/17	6/30/18		Per RTA Contract
17	Sophia Kim	Appointment	Regents Review (not to exceed 1 session)	HS	11/20/17	6/30/18		Per RTA Contract
18	Karen Kummer	Appointment	Regents Review (not to exceed 3 sessions)	HS	11/20/17	6/30/18		Per RTA Contract
19	Catherine Lenoci	Appointment	Regents Review (not to exceed 3 sessions)	HS	11/20/17	6/30/18		Per RTA Contract
20	Laura Wenzel	Appointment	Regents Review (not to exceed 2 sessions)	HS	11/20/17	6/30/18		Per RTA Contract
21	Debra Oleksiak	Appointment	Regents Review (not to exceed 1 session)	HS	11/20/17	6/30/18		Per RTA Contract
22	Tyler Matos	Appointment	Choreography	MS	11/17/17	6/30/18		Per RTA Contract

*\*Placement may change subject to verification of education and employment.*



Item	Name	Action	Position / Replacing	Class	Type of Appt	Location	From	To	Certification Class / Step Salary
1	Luis Majano	Resignation for the Purposes of Retirement	Head Custodian II			HS		12/30/17 (last day of employment)	
2	Ellen Johnson	Probationary Appointment	Aide (K. Franks)		Prob	HH	On or about 12/18/17*		Grade 1/Step 2**, per RPA Contract
3	Lynn Wang	Probationary Appointment	Aide (New Position)		Prob	HS	On or about 12/18/17*		Grade 1/Step 1**, per RPA Contract
4	Christine Burns	Probationary Appointment	Aide (D. Sabzevari)		Prob	HS	On or about 12/18/17*		Grade 1/Step 1**, per RPA Contract
5	Jeanne-Marie Mariani	Probationary Appointment	Aide (1:1)		Prob	HTS	On or about 12/18/17*		Grade 1/Step 1**, per RPA Contract

\* Pending Civil Service Approval

\*\* Placement may change subject to verification of education and employment.

**Roslyn Union Free School District Capital Budget  
APPROPRIATION TRANSFERS**

**Attachment B.2.**

Item	Transfer Dollar Amount	From Code	Previous Appropriation	Revised Appropriation	To Code	Previous Appropriation	Revised Appropriation
1	\$ 24,814.07	H1620 000 03 1798	\$ 90,072.40	\$ 65,258.33	H2110 200 08 1608	\$ 200,499.48	\$ 225,313.55
		Unallocated budget			Furniture		
		16/17			HS - 002-041		
For:	HS PHOTO LAB FURNITURE						
<b>APPROVED:</b>	<b>Joseph C. Dragone</b>		<b>DATE:</b>				
<b>APPROVED:</b>	<b>Allison Brown</b>		<b>DATE</b>				
<b>APPROVED:</b>	_____		<b>Item #:</b> _____				

**Roslyn Public Schools**  
**May 2018 Budget Vote Calendar**  
**2018-2019 Budget**

<b>Date</b>	<b>Budgetary Action</b>
November 1, 2017 – Jan 19, 2018	Administrative Preparation of Budget Document
January 25, 2018	Transmittal of Superintendent's Budget to the Board of Education
February 1, 2018	Board of Education Meeting on Budget
February 15, 2018	Board of Education Meeting on Budget
March 1, 2018	Submit information to calculate Tax Levy Limit on Office of State Comptroller's website
March 8, 2018	Board of Education Meeting on Budget
March 22, 2018	Board of Education Meeting on Budget
March 27, 2018	First of four legal notices of date, time, and place of School Budget Hearing and Annual Budget Vote at least 45 days before the Annual Budget Vote (Not earlier than March 27 or no later than March 31)
April 16, 2018	Submission of petitions for Board of Education candidates and propositions to be placed on the ballot no later than 30 days prior to the vote. (No later than 5 P.M.)
April 17, 2018	Proposed 2018-2019 budget approved by Board Of Education (State deadline is April 23)
April 18, 2018	Property Tax Report Card must be submitted to SED by the end of the next business day following the budget adoption but no later than 24 days prior to Budget Vote. The 24 <sup>th</sup> day before statewide voting day always falls on Saturday. Therefore, last day is Monday, April 23 <sup>rd</sup> .
April 23, 2018	Property Tax Report Card must be transmitted to local newspapers of general circulation.
April 26, 2018	Budget Statement and required attachments (Administrative Compensation, School Report Cards, Budget Document in Three-Part Format, District Fiscal Accountability Statement, Property Tax Report Card, and Exemption Report) must be made available upon request at each school building.
May 3, 2018	Budget Hearing in conjunction with BOE meeting.
May 8, 2018	Mail budget notice to eligible voters after the Budget Hearing but no later than 6 days prior to Budget Vote. (State deadline is no later than May 9, 2018)
Through May 14, 2018 (by mail April 16 through May 8, 2018)	District Clerk must mail an absentee ballot for every qualified voter who requests one not earlier than 30 days or later than 7 days prior to the election day. Ballots available in person through May 14, 2018.
May 15, 2018	Annual Meeting. The sole purpose of the meeting is the Uniform Statewide Budget Vote and Board of Education election.

**Roslyn Public Schools  
June 2018 Budget Revote Calendar  
2018-2019 Budget**

<b>Date</b>	<b>Budgetary Action</b>
May 29, 2018 – June 5, 2018	Budget Statement and required attachments must be made available, upon request, at each school building and at the district office, public or free association library and on the district’s website at least 7 days before hearing & 14 days before the budget revote.
June 5, 2018	Publish legal notice for budget revote once each week in the 2 weeks before revote day, first publication 14 days before revote.
June 5, 2018 – June 12, 2018	Hold budget Hearing. Budget Statement (including required Attachments) must be made available. The budget must be presented at the hearing in plain language and in 3 components: Administrative, Program, and Capital.
June 6, 2018 – June 13, 2018	Mail budget notice to voters the day after the hearing but no later than 6 days before revote day. (No later than June 13, 2018)
June 19, 2018	Statewide Budget Revote Day

## STUDENT ATTENDANCE

The Board of Education recognizes that regular school attendance is a major component of academic success. Through implementation of this policy, the Board seeks to minimize the level of absences, tardiness, and early departures (referred to in this policy as “ATEDs”), and encourages full system attendance by all students. The Superintendent of Schools will maintain an adequate attendance record keeping system, identify patterns of student ATEDs, and develop effective intervention strategies to improve school attendance.

It is the objective of this policy to encourage that each student attends school on time, for the maximum number of days and instructional periods possible. In furtherance of this objective, the District shall utilize strategies such as positive attendance incentives and appropriate disciplinary and other consequences, as well as integration of attendance standards for the purpose of conferral of course credit.

### **Policy Publication**

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. To ensure that students, parents/guardians, teachers and administrators are notified of and understand this policy, the following procedures shall be implemented.

- The Attendance Policy will be included in student handbooks in a plain language summary and will be reviewed with students at the start of the school year.
- Parents/guardians will be provided a plain language summary of this policy at the start of the school year.
- Parents/guardians of a student entering the School District for the first time will be asked to sign and return a statement indicating that they have read and understand this policy.
- The District will provide a copy of the Attendance Policy and any amendments thereto to faculty and staff. New staff will receive a copy upon their employment.
- All faculty and staff will meet at the beginning of each school year to review the Attendance Policy to clarify individual roles in its implementation.
- Copies of this policy will also be made available to any community member upon request and at the buildings, and the District Website.

### **Excused and Unexcused Absences**

Excused ATEDs are defined as absences, tardiness, and early departures from class or school due to personal illness of the student (3 days or less), extended illness for more than 3 days requires a doctor’s note, serious illness of immediate family member, death in the student’s family, serious, contagious, or epidemic disease in the household where the pupil resides,

emergency doctor or dental appointments, mandated attendance in a court of law or related court proceeding, documented college visits (4), religious observance, dangers imposed by weather conditions, attendance at school sponsored programs (e.g., Field trips, assemblies), suspensions, or such other reasons as may be approved by Principal or Principal's designee.

All other ATEDs are considered unexcused absences. It is the parent/guardian's responsibility to notify the school attendance office within at least 24 hours of the ATED and to provide a written excuse upon the student's return to school. All written excuses must be submitted no later than five (5) school days after the student's return to school. It is essential that a parent/guardian provide a written excuse for each ATED. Such excuse should contain the reason and date of ATED. ATEDs not expressly accounted for will be considered unexcused for state reporting purposes.

**After the third consecutive day of absence for medical reasons a doctor's note will be required.**

When a student is absent or leaves early from class or school without excuse, designated staff member(s) will notify the student's parent(s)/guardian(s) by phone and/or mail of the specified ATED, remind them of the Attendance Policy, and review ATED intervention procedures with them.

### **Tardiness**

Students are expected to arrive to school and to all classes on time.

At the high school, students who are late to school during period one should report directly to period one. Student who arrive late to school after period one must first report to the attendance office, sign in and obtain a late slip. Students may be assigned detention for unexcused lateness to school.

Any student entering a class after the beginning of the period is tardy for that class. The teacher shall record the lateness as either an "excused" tardiness or an "unexcused" tardiness. Students bringing a valid note will be recorded as an "excused" tardiness. If the student does not have a note the designation shall be at the discretion of the teacher based on the reason the student is late to class. Three unexcused tardies of less than ten (10) minutes will be considered an unexcused absence, three excused tardies would result in an excused absence, and the consequences as outlined for absences will be applied.

A student is considered absent when he or she misses more than ten (10) minutes of class.

### **Early Dismissal**

If a student will be leaving school prior to the end of the day, a parent/guardian must come to the main office or attendance office to sign his/her child out of school. In grades K-8, a parent/guardian must sign the student out in the building/attendance office prior to the time indicated on the request. High school students may sign themselves out if prior approval has been granted based on a verified letter from a parent/guardian. Leaving without being signed out

by a parent/guardian or without prior approved written permission will be considered an *unexcused absence* from class and appropriate action will be taken.

### **General Procedures/Data Collection**

- Attendance must be recorded within the first hour of the school day, at least once daily for students in grades K-5. If students are dismissed from school grounds during a lunch period, then attendance must also be recorded upon the student's scheduled return.
- Attendance must be recorded electronically during each period of instruction for students in grades 6-12. In the event that the data cannot be electronically recorded (eg. computer files) the information must be submitted to the Principal or the Principal's designee.
- The nature of an ATED shall be coded on a student's record.
- Student ATED data shall be available to and should be reviewed by the designated school personnel in an expeditious manner.
- Where additional information is received that requires corrections to be made to a student's attendance records, such correction will be made immediately. Notice of such a change will be sent to appropriate school personnel subject to applicable confidentiality rules.
- Attendance data will be analyzed periodically to identify patterns or trends in student absences.
- Where consistent with other school practices, teachers and staff shall refer students in the hallways who are absent from a class period without excuse to the Principal or Principal's designee.
- Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early.
- The principal of each building, or his/her designee, will be responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness and early departure consistent with the comprehensive Attendance Policy.

### **Attendance Interventions**

The District will continue to design and implement systems to support a student's efforts to maintain or improve school attendance. These may include, but are not limited to:

- Written notification by the School District to the parent/guardian of the student advising the parent/guardian of the student of the student's attendance history
- Verbal notification by the School District's social worker, counselor and/or building administration to the parent/guardian of the student advising the parent/guardian of the student of the student's attendance history
- Meeting between the parent/guardian of the student and the School District's social worker, counselor and/or building administration to review with the parent/guardian of the student the student's attendance history
- Commencement of court proceeding (PINS) (if necessary).

The District provides alternative learning opportunities for students at the high school level who are not succeeding in school due to attendance, academic or emotional problems.

### **Attendance Incentives**

The District encourages and supports each building's effort to design and to implement systems to acknowledge a student's effort regarding attendance, accountability and responsibility.

The following incentives are examples of those that may be utilized to encourage student attendance:

- participation in extracurricular activities
- recognition of students with exemplary attendance

### **Disciplinary Consequences**

Absences from class dramatically reduce a student's ability to perform effectively. An unexcused absence from class can be considered a form of insubordination that may endanger a student's health, safety or welfare. Unexcused ATEDs will result in disciplinary action consistent with the District's Code of Conduct. Those penalties may include, but not be limited to, the following:

- Parental contact
- Parent-teacher conferences
- Detention(s)
- Suspension(s)
- Closed campus
- Suspension from co-curricular activities or athletic teams
- Suspension of parking privileges
- Denial to participate in field trips

In addition, designated staff member(s) will contact the student's parents/guardians and additional staff members as necessary. Such staff member(s) shall remind parents/guardians of the attendance policy, explain the ramifications of unexcused ATEDs, stress the importance of class attendance and discuss appropriate intervention strategies to correct the situation.

### **Attendance/Grade Policy**

The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, in each marking period a student's grade may be based on classroom participation as well as on performance on homework, tests, quizzes, papers, projects, etc.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused ATEDs and excused ATEDs for which work has not been made up will affect a student's class participation grade for the marking period.



If a student is legally absent from school, the student will be afforded the opportunity to make up class work, homework assignments and assessments in a timely manner. It is the responsibility of the student and/or parent/guardian to obtain missed work. In anticipation of at least two (2) days of absence, or after two (2) days of absence parents/guardians may obtain class work from the school.

**High School Minimum Attendance Policy**

A student enrolled in the high school must be in attendance in order to be eligible to receive credit for that course. At the high school level, any student with more than 10 total unexcused absences in a semester course, 5 unexcused absences in a Physical Education course, 20 unexcused absences for a full year course, or 30 unexcused absences for a full year lab class will not receive credit for that course.

In implementing the policy set forth above, students who are unable to attend school or a class on a given day due to their participation in a school-sponsored activity (i.e., music lesson, field trip) may arrange with their teachers to make up any work missed. Participation in a school-sponsored activity will not count as an absence.

All students with an excused ATED are expected upon their return to school to consult with their teachers regarding missed work. Only those students with excused ATEDs will be given the opportunity to make up a test or other missed work and/or turn in a late assignment for inclusion in their quarterly grade. Make up opportunities must be completed in a reasonable time and completed by a date specified by the student's teacher for the class in question.

If a student is marked illegally absent from a class, it is the responsibility of the student to speak with his/her teacher to make necessary corrections should there be an error. The teacher will then notify the Attendance Office. Parents/guardians will be notified of confirmed unexcused absences and dates when consequences have been assigned.

After a student has fifteen (15) recorded unexcused absences for a full year lab class, ten (10) recorded unexcused absences in a full year course, five (5) recorded unexcused absences in a half year course, or three (3) recorded unexcused absences in a Physical Education course, the school will advise the parent/guardian and the student(s) of the number of unexcused absences recorded and reiterate the requirements for attendance and denial of course credit if the student's attendance exceeds the maximum number of unexcused absences for the course in question. The classroom teacher will notify the parents/guardians of students, who have excused ATEDs and who do not make up work missed.

After a student has thirty (30) unexcused absences for a full year lab class, twenty (20) recorded unexcused absences in a full year course, ten (10) recorded unexcused absences in a half year course, or five (5) recorded unexcused absences in a Physical Education course, the school will send a final letter of notification to the parent/guardian and the student(s) stating that the student will not receive credit for the course. A student who is denied credit for failure to meet the minimum attendance requirement will receive an NCA (No Credit Attendance) on his or her report card. Students are required to continue attending the class. Students who are denied credit must audit the course to its conclusion in order to qualify for summer school attendance.

Any student and/or parent/guardian may appeal the decision to not grant the student credit for a course based upon the student's failure to meet the minimum attendance requirements as set forth in this policy and shall have the right to a hearing. Said appeal shall be made in writing to the Dean of Students within two (2) weeks of the date of the no credit notification and shall include a written statement describing the basis for the appeal. A committee will be formed to review the appeal composed of three to five staff members (selected from a rotating pool of faculty), and may include any of the following: teachers, the chairperson of the department whose course is involved, an administrator, and a pupil personnel support person (psychologist, counselor, social workers, etc.). The teacher of the student has the option of attending the appeal as a non-voting member. The student must be present at the appeal hearing or the meeting will be postponed. The committee will consider special cases and make a decision. The student has the right to appeal the committee's decision to the building principal. The building principal shall review said appeal after the hearing and provide his/her written determination concerning the appeal within a reasonable time. The building principal's determination shall be final.

### **Annual Review**

The Board shall annually review building-level student attendance records and, if such records show a decline in student attendance, the Board shall revise this comprehensive Attendance Policy and make any revisions to the plan it deems necessary to improve student attendance.

Ref: Education Law §§1709; 3024; 3025; 3202; 3205-3213; 3225 8  
NYCRR §§104.1; 175.6

**ROSLYN PUBLIC SCHOOLS  
BOARD OF EDUCATION MEETING**

**AGENDA ADDENDUM  
Thursday, November 16, 2017**

**PERSONNEL:**

P.1 Professional

Item	Name	Action	Position / Replacing	Location	From	To	Tenure Area	Certification / Class / Step / Salary
7	Wendy Svitek	Appointment	In-service Instructor (not to exceed 2 hours)		11/20/17	6/30/18		\$80/hour (paid by Teacher Center Grant)
23	Ourania Vassiliou Apotsos	Resignation	Teaching Assistant	EH		11/28/17 (last day of employment)		
24	Krystina Duva	Probationary Appointment	Teaching Assistant (O. Vassiliou Apotsos)	EH	12/6/17	Prob. Ends 12/5/21	Teaching Assistant	Teaching Assistant I, Grade 1 / Step 1*, Per RPA Contract
25	Theresa Eccher	Substitute Appointment	Per Diem Substitute Teaching Assistant		11/20/17	6/30/18		\$100/day
26	Paulina Vastardis	Appointment	IPG Teaching Asst. (not to exceed 3 hrs/wk)	HTS	11/20/17	6/30/18		Per RPA Contract

*\*Placement may change subject to verification of education and employment.*

P.2 Classified

Item	Name	Action	Position / Replacing	Class	Type of Appt	Location	From	To	Certification Class / Step Salary
		DELETE ITEM #5							
6	Thomas Eccher	Probationary Appointment	Aide (1:1)		Prob	HTS	On or about 12/18/17		Grade 1/Step 1** per RPA Contract

\* Pending Civil Service Approval

\*\* Placement may change subject to verification of education and employment.

**BUSINESS & FINANCE:**

**B.1.** Recommendation to approve the following contracts and to authorize the Board of Education President to execute (those contracts marked with an asterisk have been prepared pursuant to a previous award of an RFP or bid):

- (vii) Contractor: Westbury Union Free School District  
 Services: District of Location Special Education Services for IEP service requirements for one student residing in Roslyn attending private school in Westbury for the 2017-2018 school year.  
 Fees: Total estimated to be \$18,000.00
  
- (viii) Contractor: Glen Cove City School District  
 Services: District of Location Special Education Services for IEP service requirements for two students residing in Roslyn attending private schools in Glen Cove for the 2017-18 school year  
 Fees: Total estimated to be \$36,000.00

- (ix) Contractor: Port Washington Union Free School District  
 Services: District of Location Special Education Services for IEP service requirements for one student residing in Roslyn attending private school in Port Washington for the 2015-16 school year  
 Fees: \$3,970.60
- (x) Contractor: Port Washington Union Free School District  
 Services: District of Location Special Education Services for IEP service requirements for two students residing in Roslyn attending private school in Port Washington for the 2016-17 school year  
 Fees: \$18,766.33

**B.8.** Recommendation to approve a change order as indicated below. This change order will increase the contract with Baruti Construction in the amount of **\$43,400** and therefore increase the purchase order to Baruti in account code H-1620-293-06-1606.

Baruti Construction Inc. (HTS GC-003) represents the cost to install the new sanitary system required and for the removal of the discovered cesspool as per the NCDOH approved drawings. This was first presented to the Board of Education as a pending change order in the estimated amount of not-to-exceed \$56,000 as item B24B on the agenda of 8/24/17 and was successfully reduced by PEC through negotiations with Baruti.

**B.9.** Recommendation to approve a proposed change order as indicated below. It is understood that: 1) the work of the change orders is required in order to continue the projects and meet the projected completion date; 2) a formal change order prepared by the architect and executed by the architect and the construction manager and the contractor will be subsequently presented for formal approval by the board of education and executed by the board president at a future meeting; and 3) the amount estimated for these change orders will be the maximum allowed unless specifically approved by the BOE when the formal change order is presented.  
 HS General Construction PCO#39: Stalco proposed Change Order #39 (High School) for additional work at a cost of **\$2,195.62**. This change order represents the cost for stabilizing a pair of double doors in Corridor 20 and providing a 1 hour fire rating above the door where none was found. This work was completed per the instructions in KGD Bulletin 7A. This proposal is a confirming change order since the work was done prior to the opening of school and was considered a matter of health and safety. The office of KG&D Architects will create a formal change order and forward for signatures.

- B.10.** Recommendation to approve a proposed change order as indicated below. It is understood that: 1) the work of the change orders is required in order to continue the projects; 2) a formal change order prepared by the architect and executed by the architect and the contractor and the construction manager will be subsequently presented for formal approval by the board of education and executed by the board president at a future meeting; and 3) the amount estimated for these change orders will be the maximum allowed unless specifically approved by the BOE when the formal change order is presented.

HH General Construction PCO#22: Stalco, Inc. proposed Change Order #22 (Harbor Hill) for additional work at a cost of **\$7,004.27**. This change order represents the cost to provide labor and materials to saw cut across the width of the corridor in four locations, chip out the existing and refill to provide a wide enough strip to accept the new tile without creating a tripping hazard. Stalco was requested to proceed with this work for the flooring to be done in time for the school re-opening. Therefore, this represents a confirming change order since the work was done prior to the opening of school and was considered a matter of health and safety. Upon BOE approval the office of KGD will create a formal change order and forward for signatures.

- B.11.** Recommendation to approve a proposed change order as indicated below. It is understood that: 1) the work of the change orders is required in order to continue the projects and meet the projected completion date; 2) a formal change order prepared by the architect and executed by the architect and the construction manager and the contractor will be subsequently presented for formal approval by the board of education and executed by the board president at a future meeting; and 3) the amount estimated for these change orders will be the maximum allowed unless specifically approved by the BOE when the formal change order is presented.

HS General Construction PCO#35: Stalco proposed Change Order #35 (High School) for additional work at a cost of **\$8,478.57**. This change order represents the cost for the removal, handling, transportation and disposal of foam used to abandon the fiberglass underground storage tank at the Bus Maintenance Facility and the gasoline found that had leaked to the containment vessel of the same tank. It reflects a credit for the rinse water and 7.5 yards of sludge which were included in the base contract and there are no charges for the disposal of this portion of the material. This proposal is a confirming change order since the dollar amount of the proposal was undetermined until the quantity of material could be confirmed through the manifest provided by J.C. Broderick. The office of KG&D Architects will create a formal change order and forward for signatures.

- B.12.** Recommendation to approve a pending change order as indicated below. It is understood that: 1) the work of the change orders is required in order to continue the projects and meet the projected completion date; 2) a formal change order prepared by the architect and executed by the architect and the contractor and the construction manager will be subsequently presented for formal approval by the board of education and executed by the board president at a future meeting; and 3) the amount estimated for these change orders will be the maximum allowed unless specifically approved by the BOE when the formal change order is presented.

HS Mechanical Construction PCO#7: Hi-Tech pending Change Order #7 (High School) for additional work at an estimated cost of **\$213**. This change order represents the cost to provide labor and materials to install (1) new condensate pump. This additional condensate pump is being installed due to ceiling height between existing classroom ceiling and structural steel. The contract drawing calls for a 1" in condensate pipe. There was only ½ inch' of space available. A condensate pump would have to be installed with 3/8" copper tubing Upon BOE approval the office of KG&D Architects will create a formal change order and forward for signature.

- B.13.** Recommendation to approve a pending change order as indicated below. It is understood that: 1) the work of the change orders is required in order to continue the projects and meet the projected completion date; 2) a formal change order prepared by the architect and executed by the architect and the contractor and the construction manager will be subsequently presented for formal approval by the board of education and executed by the board president at a future meeting; and 3) the amount estimated for these change orders will be the maximum allowed unless specifically approved by the BOE when the formal change order is presented.

HS Mechanical Construction PCO#10: Hi-Tech pending Change Order #10 (High School) for additional work at an estimated cost of **\$4,915**. This change order represents the cost to provide labor and materials to disconnect existing ductwork, to cap existing ductwork from air handler as needed, to provide labor and materials to extend new ductwork from air handling unit to existing ductwork in chairman's office, and to seal all ductwork as required. This work was requested by the district since the existing unit has experienced problems such as freeze-ups. The engineer from KGD has reviewed the proposal and believes that the existing unit has outlived its useful life. Upon BOE approval the office of KG&D Architects will create a formal change order and forward for signature.

- B.14.** Recommendation to approve a pending change order as indicated below. It is understood that: 1) the work of the change orders is required in order to continue the projects; 2) a formal change order prepared by the architect and executed by the architect and the contractor and the construction manager will be subsequently presented for formal approval by the board of education and executed by the board president at a future meeting; and 3) the

amount estimated for these change orders will be the maximum allowed unless specifically approved by the BOE when the formal change order is presented.

HH Electrical Construction PCO #11: Relle, Inc. pending Change Order #11 (Harbor Hill) at an estimated cost of \$13,000 represents the cost to run 51 Cat 6 data lines from renovated library space to the IDF closet. Since the existing patch panels have space to punch down only three (3) of the 51 Data Runs, Relle must supply and install an additional 48 Port patch panel for the remainder of the runs. All will be terminated at wall Side Cat 6 jacks and, after complete, Relle will test out each cable, as requested by the district through Jason Lopez. Park East Construction Corp along with KG&D Architects have reviewed the proposal and finds it to be fair based on the scope of work. Upon BOE approval the office of KG&D will create a formal change order and forward for signatures.

- B.15.** Recommendation to approve a pending change order as indicated below. It is understood that: 1) the work of the change orders is required in order to continue the projects; 2) a formal change order prepared by the architect and executed by the architect and the contractor and the construction manager will be subsequently presented for formal approval by the board of education and executed by the board president at a future meeting; and 3) the amount estimated for these change orders will be the maximum allowed unless specifically approved by the BOE when the formal change order is presented.

HH General Construction PCO#8: Stalco, Inc. pending Change Order #8 (Harbor Hill) for a **credit** in the amount of **\$35,040**. This change order represents a credit for the 180,000 square feet of ballfields that were sodded instead of seeded at the cost provided by the subcontractor of 18 ¢ per square foot plus the markups for bonds and insurance. The office of KG&D Architects will create a formal change order and forward for signature.

- B.16 BE IT RESOLVED** that the Board of Education of the Roslyn Union Free School District hereby authorizes the District to enter into an Inter-municipal Cooperative Agreement with the Town of North Hempstead for the provision of equipment, labor and professional services and the purchase of goods, equipment, materials and supplies, subject to an agreement to be reviewed by District counsel;

**BE IT FURTHER RESOLVED** that the Board of Education of the Roslyn Union Free School District hereby authorizes the President of the Board of Education to execute the necessary documents to effectuate said Inter-municipal Cooperative Agreement on behalf of the Board of Education.



**B.17 BE IT RESOLVED** that the Board of Education of the Roslyn Union Free School District hereby authorizes the District to enter into an Inter-municipal Cooperative Agreement with the Town of North Hempstead for the provision of road treatment materials and the storage of same, subject to an agreement to be reviewed by District counsel;

**BE IT FURTHER RESOLVED** that the Board of Education of the Roslyn Union Free School District hereby authorizes the President of the Board of Education to execute the necessary documents to effectuate said Inter-municipal Cooperative Agreement on behalf of the Board of Education.

**B.18.** Recommendation to approve a revision to the Cooperative Transportation Contract Extensions for 2017-2018 which were approved on June 27, 2017 (item B.22) to include an additional child.

**CURRICULUM & INSTRUCTION:**

**C&I.4** Recommendation to approve 60 students and not to exceed 10 chaperones to attend the Marching Band Orlando Trip in Orlando, Florida from February 17 through 24, 2018 at an estimated cost to the district of \$61,762.00. [Total cost of trip is \$151,662.00; student contribution: \$89,900.00; district contribution: \$61,762.00.]